

## **CENTRAL INFORMATION COMMISSION**

Fifth Floor, Block IV  
Old JNU Campus  
New Delhi 110067

Fax Nos. 26717352 and 26717354

Central Information Commission invites bids from Placement Services Agencies/Manpower Suppliers for providing manpower for ministerial work in the Office of the Commission on following terms and conditions:-

1. The bidder will provide suitable manpower for various ministerial services and other services in the Office of the Commission on full time/part-time basis for the period ending 31<sup>st</sup> March, 2007, in connection with the following:-

- (1) Assistance to the officials of the Commission in their functions such as personal assistance, steno-typing, maintenance of records / files, preparation of draft replies to communications received.
- (2) Assistance in Investigation / examination of complaints / appeals received under the Right to Information Act 2005, report writing and analysis and compilation of statistics.
- (3) Data entry operations, downloading of e-mails / articles, maintenance of records/files in personal computers.
- (4) Librarian for setting up a library for the Commission and running it on part time/ full time basis.
- (5) Housekeeping, including cleaning of its office premises (including toilets), inter-office delivery of papers/files, or any other work assigned by the officer/staff of the Commission.
- (6) Drivers for running the cars of the Commission when ever required.
- (7) Security services for the Commission.

2. The bidder will supervise and if required train the staff supplied for their discipline, effective functioning and good behavior while working in the office of the Commission. The persons provided shall be courteous and follow orders given in relation to the functioning of the Commission.

3. The manpower supplied at no time will perform any such act that would lower the dignity of the Commission. In case the quality of services of any manpower supplied is not found satisfactory, the Commission shall have the right to return that person to the bidder, who shall provide a suitable replacement within twenty four hours.

4. The bidder shall provide indemnity to the Commission for any illegal acts carried out by the manpower supplied. The bidder shall

ensure implementation of labour laws and will bear any liability arising out of its failure to implement any of the labour laws.

5. The usual working hours in the office is 0930 hrs to 1800 hrs (Monday to Friday). The bidder may quote hourly, weekly and monthly rate for these services along with any other conditions of work to make the bid attractive.

6. The Commission reserves the right to modify the above conditions to meet its requirements without giving any notice.

7. The bidders are requested to submit their bids by stating clearly that the above conditions are acceptable to them and they shall abide by these terms and conditions. However they may improve upon the conditions of service that will be factored in to decision making. Agreement containing the above may be drawn to remove any doubts in this regard.

8. In the event of dispute, the Chief Information Commissioner of the Central Information Commission or his nominee shall be the sole arbitrator. All disputes arising shall be resolved before the competent court having jurisdiction /area where the Commission is located.

9. Last date for submission of bids is February 28, 2006.

Jt. Secretary  
Central Information Commission

Contact Phone Nos. 26167932 / 26717351